

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Finance and Administration Division of Contracts and Procurement 3401 Brown's Mill Road SE Atlanta, Ga. 30354		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed APR 19 1979 79-98 APR 25 1979	
4. Person to Contact William C. Carlisle		5. Working Title Manager of Bus Purchasing	6. Telephone Number 363-3147
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1976 Present	9. Records Series Title (followed by title used in office, if different) Operational Purchase Orders - Regular		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Contracts and Procurement is responsible for developing, maintaining, and implementing Authority-wide purchasing procedures, consultant selection procedures, centralized contracting procedures, and all competitive bidding on contracts under MARTA Act. Specifically, the Division is responsible for the purchase of bus parts, materials and services for transit operations; purchase of office supplies, furniture, equipment, miscellaneous services and concessions; administrative management and documentation for all consultant, construction and demolition contracts and federally-funded procurements; maintenance of all official contract files, bidder's lists, vendor file directories, contract lists, and related special reports. The Division is responsible for the retention and maintenance of all contracts and related contract documents so that they are available for audit and periodic review.			
11. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Issuing purchase orders to vendors for operational items, and listing items which vendor shipped in response. Procurement copies of system-generated purchase orders; procurement copies of manually prepared blanket purchase orders; receiving copies of purchase orders; and packing slips enclosed by vendor with items shipped.	
File is arranged:		Numerically by Purchase Order Number.	
12. Monthly Reference Rate One to six months old 20-25 ; Seven to twelve months old 5-10 ; Thirteen to twenty-four months old ; twenty-five months and older 0 ?		How often are records referred to which are:	
13. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers ; Shelves ; Other (specify) 14 feet			

YES	NO	14. Questionnaire (Place an "X" in the proper column)												
X		a. Is this the official copy of the series? Unique because it contains packing slip. If not, where is it?												
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.												
	X	c. Is this a vital record?												
	X	d. Does this series have historical or long term research value?												
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?												
	X	f. Is the information contained in this series ever published? If yes, attach copy.												
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.												
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?												
	X	i. Is this series (or a major portion of it) regularly microfilmed?												
	X	j. Does the record series result in a computer printout?												
<p>15. Retention Requirements The following requires the series to be kept:</p> <table style="width: 100%;"> <tr> <td>a. State Law</td> <td>_____ years.</td> <td>d. Audit period</td> <td>_____ <u>3</u> _____ years.</td> </tr> <tr> <td>b. Statute of limitation</td> <td>_____ years.</td> <td>e. Administrative need</td> <td>_____ years.</td> </tr> <tr> <td>c. Federal law</td> <td>_____ years.</td> <td>f. Federal retention instructions</td> <td>_____ years.</td> </tr> </table> <p>Attach copy or excerpt of laws or regulations. Explain administrative need.</p>			a. State Law	_____ years.	d. Audit period	_____ <u>3</u> _____ years.	b. Statute of limitation	_____ years.	e. Administrative need	_____ years.	c. Federal law	_____ years.	f. Federal retention instructions	_____ years.
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<p>16. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> Calendar Year; <input type="checkbox"/> Fiscal Year; <input type="checkbox"/> Other _____ then, </p> <p> <input checked="" type="checkbox"/> Hold in the current files area _____ month(s) <u>one</u> year(s); then <input type="checkbox"/> Transfer to local holding area; hold _____ year(s); then <input checked="" type="checkbox"/> Transfer to State Records Center; hold <u>two</u> year(s); then <input checked="" type="checkbox"/> Destroy. <input type="checkbox"/> Transfer to State Archives for permanent retention. <input type="checkbox"/> Other (Specify) _____ </p> <p style="text-align: center;">Authority</p> <p>These instructions apply to all prior and future accumulations of the series.</p> <p style="text-align: center;">(Indicate briefly rationale for recommendations above/or write additional remarks):</p>														
<p>17. APPROVALS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> Approved Department Records Management Officer <u>James B. Hendrick</u> Date <u>4-6-79</u> Approved Division Head/Designee <u>William C. [Signature]</u> Date <u>4/9/79</u> Approved Department Head/Designee <u>Robert C. [Signature]</u> Date <u>4/10/79</u> Approved Records Management Analyst <u>Begona H. Finkler</u> Date <u>4/10/79</u> </td> <td style="width: 50%;"> Approved Legal Counsel <u>Wayne [Signature]</u> Date <u>4/11/79</u> Approved Division of Audit <u>[Signature]</u> Date <u>4/11/79</u> Approved Department of Archives and History <u>[Signature]</u> Date <u>4-24-79</u> Approved MARTA Management Advisory Committee _____ Date _____ </td> </tr> </table>			Approved Department Records Management Officer <u>James B. Hendrick</u> Date <u>4-6-79</u> Approved Division Head/Designee <u>William C. [Signature]</u> Date <u>4/9/79</u> Approved Department Head/Designee <u>Robert C. [Signature]</u> Date <u>4/10/79</u> Approved Records Management Analyst <u>Begona H. Finkler</u> Date <u>4/10/79</u>	Approved Legal Counsel <u>Wayne [Signature]</u> Date <u>4/11/79</u> Approved Division of Audit <u>[Signature]</u> Date <u>4/11/79</u> Approved Department of Archives and History <u>[Signature]</u> Date <u>4-24-79</u> Approved MARTA Management Advisory Committee _____ Date _____										
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